

Chapter 1 - Roles and Responsibilities (REDACTED)

1.1 Applicability

This instruction is applicable to all civil servants, contractor employees, and tenant personnel at Ames Research Center (Ames), Moffett Federal Airfield (MFA) and Crows Landing Flight Facility.

1.2 Purpose

This instruction prescribes the roles and responsibilities for the prevention, control, and abatement of environmental pollution, and for the protection of natural and cultural resources at facilities under the jurisdiction of Ames. Cultural resources include historical buildings and archaeological sites. Additionally, the NASA Ames Environmental Program is structured to:

- a. Implement an integrated management approach to minimizing environmental contamination and pollution;
- b. Ensure that all operations meet and maintain compliance with environmental laws and regulations;
- c. Clean up contaminated sites;
- d. Protect and enhance natural and cultural resources; and
- e. Foster environmental awareness among Ames staff, ensure community outreach for Ames environmental programs, and promote environmental justice.

1.3 Policy

It is Ames policy to:

- a. Comply with all pertinent statutory and regulatory environmental requirements and Executive Orders. Environmental requirements encompasses issues related to environmental management including but not limited to energy efficiency and water conservation, hazardous waste management, protection of cultural and natural resources, environmental justice, restoration and remediation of contaminated sites, and pollution prevention. Ames recognizes and complies with applicable Federal, State and local environmental regulations.
- b. Give significant consideration to environmental factors at every step in program development and execution. This requirement will include life cycle analysis of costs and environmental impacts of program and process alternatives. Review of this requirement will be a regular part of the program management process.
- c. Consult, as appropriate, with the following Federal, State, and local agencies about the best techniques and methods to prevent, control, and abate environmental pollution, and to protect natural and cultural resources.
 - U.S. Environmental Protection Agency (EPA)
 - U.S. Fish and Wildlife Service
 - U.S. Army Corps of Engineers
 - Advisory Council on Historic Preservation

- California Department of Toxic Substance Control(DTSC)
 - California Regional Water Quality Control Board, San Francisco Bay Region and Central Valley Region (RWQCB)
 - California Department of Fish and Game
 - State Office of Historic Preservation (SHPO)
 - Bay Conservation and Development Commission (BCDC)
 - Bay Area Air Quality Management District (BAAQMD)
 - San Joaquin Valley Unified Air Pollution Control District
 - Santa Clara Valley Water District
 - Santa Clara County Health Department
 - Stanislaus County Health Department
 - Santa Clara County Humane Society
 - Palo Alto Regional Water Quality Control Plant
 - Sunnyvale Waste Water Treatment Plant
- d. Promote employee awareness of environmental regulations through training and dissemination of active information.
- e. Inform the surrounding communities of environmental programs at Ames, and ensure that the community has adequate opportunity to comment on environmental documents in accordance with applicable laws and consistent with NASA statutory authority.

1.4 Authority

All relevant Federal, State, and local laws and regulations related to environmental management, pollution control and prevention, and protection of natural and cultural resources are included but not limited to:

- a. Federal Water Pollution Control Act, as amended by the Clean Water Act of 1977 and the Water Quality Act of 1987 (33 U.S.C. 1251 et seq.).
- b. Clean Air Act, as amended by the Clean Air Act of 1977, and the Clean Air Act of 1990 (42 U.S.C. 7401 et seq.).
- c. Resource Conservation and Recovery Act of 1976, as amended by the Hazardous and Solid Waste Amendments of 1984 (42 U.S.C. 6901 et seq.).
- d. Marine Protection, Research, and Sanctuaries Act of 1972, as amended (33 U.S.C. 1401 et seq., and 16 U.S.C. 1431 et seq.).
- e. The Safe Drinking Water Act, as amended (42 U.S.C. 300f et seq.).
- f. Toxic Substances Control Act, as amended (15 U.S.C. 2601 et seq.).
- g. Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. 9601 et seq.), including the Superfund Amendments and Reauthorization Act of 1986 (42 U.S.C. 11001 et seq.).
- h. National Environmental Policy Act of 1969 (42 U.S.C. 4321-4347).
- i. National Historic Preservation Act of 1966, as amended (16 U.S.C. 470 et seq.).
- j. Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469).
- k. Archaeological Resources Protection Act of 1979 (16 U.S.C. 470aa-470ll).
- l. Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. 3001 et seq.).
- m. Fish and Wildlife Coordination Act (16 U.S.C. 661-666c).

- n. Fish and Wildlife Conservation Act.
- o. Endangered Species Act of 1973, as amended (16 U.S.C. 1531 et seq.).
- p. Migratory Bird Treaty Act (16 U.S.C. 703 et seq.).
- q. Pollution Prevention Act of 1990 (42 U.S.C. 13101 et seq.).
- r. Oil Pollution Act of 1990.
- s. Coastal Zone Management Act of 1972, as amended (16 U.S.C. 1451 et seq.).
- t. Farmland Protection Policy Act (7 U.S.C. 4201 et seq.).
- u. Federal Facility Compliance Act of 1992 (Public Law 102-386).
- v. Office of Management and Budget (OMB) Circular No. A-106, dated December 31, 1974.
- w. Executive Order 12088, amended by Executive Order 12580, Federal Compliance with Pollution Control Standards.
- x. Executive Order 11990, Protection of Wetlands.
- y. Executive Order 12873 of October 20, 1993, Federal Acquisition, Recycling, and Waste Prevention.
- z. Executive Order 12856 of August 3, 1993, Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements.
- aa. Executive Order 12843 of April 21, 1993, Procurement Requirements and Policies for Federal Agencies for Ozone-Depleting Substances.
- bb. Executive Order 12902 of March 10, 1994, Energy Efficiency and Water Conservation Act.
- cc. Executive Memorandum of April 26, 1994, Environmentally and Economically Beneficial Practices on Federal Landscaped Grounds.
- dd. State and local laws and regulations related to pollution abatement, prevention, and control, as may be applicable to the Federal Government:
 - California Code of Regulations, Title 26, Toxics
 - California Code of Regulations, Title 23, Waters
 - California Code of Regulations, Title 22, Environmental Health
 - California Code of Regulations, Title 13 Air Resources Board
 - California Health and Safety Code
 - Rules and Regulations of the Bay Area Air Quality Management District and the San Joaquin Valley Unified Air Pollution Control District
 - Santa Clara County Hazardous Material Storage Ordinance
 - Santa Clara County Toxic Gas Ordinance
 - Palo Alto Regional Water Quality Control Plant, Waste Water Discharge Requirements
 - City of Sunnyvale, Waste Water Discharge Requirements
- ee. Environmental Excellence for the Twenty-First Century, NASA Strategy Document.
- ff. NASA Policy Directive (NPD) 8800.16, NASA Environmental Management.
- gg. NASA Handbook 8800.11, Implementing the Provisions of the National Environmental Policy Act.
- hh. AMI 8800.4, Ames Environmental Programs.

- ii. Federal Acquisition Regulation (FAR) Part 7, FAR Part 23, and NASA FAR Supplement Part 18-23.

1.5 Responsibilities

1.5.1 Director, Ames Research Center

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1.5.2 The Executive Safety and Environmental Board (ESEB)

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1.5.3 Organizational Directors, Division Chiefs, Branch Chiefs, Section Heads, Supervisors, Managers, and Contracting Officers Technical Representatives (COTRs)

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1.5.4. Ames employees

Ames employees are responsible for:

1. Conducting work in compliance with all applicable environmental requirements, including attending all required training courses.

All contractors are responsible for conducting work in compliance with all applicable environmental requirements, including attending all required training courses.

2. Reporting identified environmental protection problems to line management or to the Environmental Services Office.

All contractors are responsible for reporting identified environmental protection problems to their COTR.

1.5.5. Environmental Services Office, Environmental Program Manager

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1.5.6. Office of the Chief Counsel, Code DL

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1.5.7. Office of Development and Communications, Code DX

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1.5.8. Acquisition Office, Code JA

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1.5.9. Facilities and Logistics Management Division, Code JF

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1.5.10. Chief, Facilities Planning Office, Code JFF

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1.5.11. Human Resources Division, Code JH

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1.5.12. Facilities Engineering Branch, Code JEF

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6.0 Organizational Structure

The Environmental Services Office is a function of the Safety Environmental, and Mission Assurance Directorate, Code QE.



Figure 1.1 Code Q Functional Organization

7.0 Cease and Desist Authority

- a. The Branch Chief Environmental Services Office, Code QE, and their designees, have authority to cause any person at Ames to cease and desist when their action, operation, or project is discharging, or is about to discharge, any unpermitted pollutant, contaminant, or hazardous waste into the environment, or is having, or is about to have, an unpermitted effect on protected natural resources.
- b. Any Ames' employee or contractor shall cease and desist any action, operation, or project when so requested by Code QE, in accordance with 7a., above.

8.0 Measurement

- a. The majority of environmental regulations and Executive Orders include specific required metrics to assess progress. These metrics must be monitored and reported to comply with the requirements of the law or order. Ames may establish additional metrics as deemed appropriate.
- b. The environmental management metric will reflect the four sections identified in NASA's strategic plan "Environmental Excellence for the Twenty-First Century: Prevention, Compliance, Restoration, and Conservation."
- c. The environmental management metrics will be revised as appropriate to support continual improvements.

END OF DOCUMENT